

PARENT AND STUDENT POLICIES AND PROCEDURES HANDBOOK

2024-2025

Odyssey Academy of Virtual Learning
Ripon Area School District



The mission of Odyssey Academy of Virtual Learning is to:
empower learners through a customized and flexible pathway that fosters forward thinking.

The motto of Odyssey Academy of Virtual Learning is:
Empower - Individualize - Innovate - Succeed

Welcome to Odyssey Academy of Virtual Learning

Dear Students and Families:

Thank you for your interest in Odyssey Academy of Virtual Learning. We are an innovative, personalized, project- based, virtual education program that meets the needs of all learners. Students learn in a customized learning environment that provides students the opportunity to study at their preferred pace, time, and place under the direction of an appropriately licensed teacher.

Odyssey Academy is a 4K-12 virtual school that serves students throughout the state of Wisconsin.

- We are a public school that follows all state statutes governing public education.
- We are a charter school authorized by the Ripon Area School District. Our charter document is approved by the Wisconsin Department of Public Instruction. All state and federal guidelines are followed.
- We are a virtual school where students take all of their classes online. There will be interaction with teachers, other students as well as opportunities to attend activities.

Each student has multiple curricular options including (but not limited to) printed curriculum materials, project-based learning, collaborative learning events, online instruction, or any other mode of instructional delivery that best fits the needs of the student in a particular subject or grade level. These learning opportunities will be directed by the teacher and geared toward specific learning targets at the level of learning required for each student.

Thank you for your interest in Odyssey Academy. We look forward to working with you this school year!

Sincerely,

Rebecca Miller

Odyssey Academy Principal

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Odyssey Academy of Virtual Learning
Governance Board
2024-2025

Megan Prellwitz - President, Parent /Business Owner

Lindsay Loewe - Board Member, Collaborative Wellness

Sandy Wisneski- Retired RASD teacher

Rachel Graybar- Odyssey Parent

Manddi Kraus- Odyssey Parent

Ripon Area School District
Board of Education
2024-2025

David Scott, President
 Lori Machmueller, Vice President
 Tom Stellmacher, Board Clerk
 Denise Martinez, Treasurer

Gary Rodman
 Josh Rieder
 Kelly Nielsen
 Betsy Heffernan
 Katie Grady

Ripon Area School District
Superintendent of Schools
2024-2025

Dr. Mary Whitrock

ODYSSEY ACADEMY OF VIRTUAL LEARNING STAFF CONTACT INFORMATION**Elementary Education - Grades 4K-2**

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Elementary Education - Grades 4K-2

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Elementary Education - Grades 3-5

Mrs. Melissa Christ
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Elementary Education - Grades 3-5

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Middle School Education - Grades 6-8

Mrs. Kristal Mott
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Middle School Education - Grades 6-8

Mrs. Anissa Kramer
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Secondary Education - Grades 9-12 (English/Language Arts)

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Secondary Education - Grades 9-12 (Social Studies)

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Secondary Education - Grades 9-12 (Math)

Ms. Renee Goeb
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Secondary Education - Grades 9-12 (Science)

Mr. Lee Mierow
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Guidance Counselor/Testing Coordinator

Mrs. Cary Johannes

johannesc@ripon.k12.wi.us

Odyssey Academy Administrator - Grades 4K-12

TBD

Odyssey Academy Enrollment/Administrative Support Specialist

Mrs. Heather Baird-Mueller

bairdmuellerh@ripon.k12.wi.us

(920) 748-4625

STAFF POSITIONS AND DUTIES

Odyssey Academy is a 4K-12 school with licensed teaching staff in all subject areas and grade levels. Roles for staff members are defined below:

Odyssey Academy Administrator

The Odyssey Academy Administrator is responsible for all aspects of the school from the management and organization of the budget and systems in place for supporting the instruction, to the outcome of the instruction as measured by student performance and overall school performance on standardized assessments. The Odyssey Academy Program Coordinator is responsible for aspects of the school from the development and refinement of Odyssey Academy's 4K-12 curriculum, assessment and instruction. The coordinator works in conjunction with the Superintendent and other administrators to ensure the continuous quality improvement process which includes Response to Intervention (RtI) provides a comprehensive continuum of services supporting the success for all students within the system.

Odyssey Academy Enrollment/Administrative Support Specialist

The Odyssey Academy Enrollment/Administrative Support Specialist is responsible for initial enrollment management for returning and new Odyssey Academy students, Infinite Campus student management, student records requests, processing Resource Acquisition Packet requests, assisting with the district's immunization audit, planning the Odyssey Academy Graduation Ceremony, addressing Odyssey Academy information inquiries via the Odyssey Academy website, and general administrative duties as needed. In addition, they are responsible for ensuring the daily office administrative tasks are managed and completed on a timely basis fulfilling all curricular and general office purchases, maintaining the accounting records of student allotments, ensuring the reconciliation of financial accounts, accomplishing general accounts payable/accounts receivable tasks and managing the paid provider/vendor database.

Odyssey Academy Advisory Teacher

Odyssey Academy teachers work with a group of students in a specific grade level or subject area(s) utilizing Individualized Learning Plans (ILPs) that support the needs of the student. Teachers communicate directly with students in the learning process through the use of a variety of online and other communication tools. Teachers will perform all of the duties expected of any teacher in a virtual setting. (Please refer to Odyssey Academy Policy # 9 for specific teacher duties.)

Learning Coach- Parent/Guardian Role

The engagement of parents in the educational process is essential to the academic success of the student in Odyssey Academy's instructional delivery model. The parent is responsible for supporting the educational services being provided in the home environment and ensuring that the student is progressing at the prescribed pace of the instruction as monitored by the Odyssey Academy teacher. The Odyssey Academy parent is responsible for participating in regular communication with teachers and the school throughout the school year as monitored by the Odyssey Academy teacher. Specifically the Odyssey Academy parent will:

- Maintain regular communication with and collaborate with the teacher in creation of the Individualized Learning Plan of the student.
- Ensure the child is progressing each day through the daily prescribed instructional activities, whether working from home, online or through other means.
- Communicate any concerns related to instructional delivery to the Odyssey Academy of Virtual Learning staff.
- Contact teachers with any questions or concerns related to a specific course or assignment or other school related issues.
- Participate in regular performance reviews with the student and their teacher.
- Follow the procedures for required state testing and local assessments.
- Follow all rules and policies set forth by Odyssey Academy of Virtual Learning.

Odyssey Academy Educational Program & Policies

CURRICULUM

Odyssey Academy's instructional model allows for flexibility in the choice of curricular options that best fit the needs of the student. Advisory teachers make appropriate curricular choices for students based on the needs of the student and the type and scope of the project or activity the student is working on in order to demonstrate proficiency in a specific standard. There are a variety of curricular options that are available to advisory teachers in this process and we encourage parents to participate in the process of selecting the most appropriate materials that fit the needs of the student. Ultimately the advisory teacher and the administrator will make the decision on curricular options based on the approved resources available to all Odyssey Academy students. The goal of curriculum and resources is to support the learning and assist students in demonstrating proficiency in specific learning targets. Resources can vary from textbooks and books to online and web based resources.

EXTRA AND CO-CURRICULAR PARTICIPATION

Athletics

Odyssey Academy encourages students to participate in co-curricular offerings and activities. At this time, however, Odyssey Academy is not able to partner with other school districts to offer opportunities for varsity or junior varsity sports (specifically any WIAA affiliated activities). Students who are enrolled in Odyssey Academy and reside in Ripon Area School District are eligible to participate in all RASD WIAA athletics. There are athletic opportunities at the elementary and middle school level available for students residing in the Ripon area. Parents may want to explore similar athletic opportunities for their elementary and middle school students in their respective resident school district, as well.

Odyssey Academy Events

Odyssey Academy staff members will research, plan and coordinate multiple social and academically beneficial field trip opportunities throughout the school year. We ask that as a parent of an Odyssey Academy student you make the most of these opportunities as they become available. We welcome and appreciate any suggestions and/or feedback of the events you would like us to plan. You are not under any obligation to participate in any of these events, but the more student and parent support we have for these types of activities, the more opportunities can be provided.

As with any school related event, we do have a few requirements of all of the participants. Ripon Area School District Policy #2340: School Trips and Field Trips, outlines the expectations of all students participating in school field trips. This policy is located on the Odyssey Academy website.

In any event, we have the expectation that our students will conduct themselves in a manner that will provide a positive atmosphere for learning under all circumstances. All student behavior and disciplinary policies will be applied during any Odyssey Academy sponsored event.

Finally, we do ask that parents and students adhere to the following requirements:

- Ensure that your students conduct themselves in a manner that reflects positively on themselves and Odyssey Academy.
- Follow all registration requirements and deadlines for school events.
- Pay all fees (if required) to Odyssey Academy in accordance with any deadlines given for the event.
- Communicate any last minute cancellations to the appropriate Odyssey Academy staff member as soon as it is known that you will not attend. *(Last minute cancellations may result in any applicable fees for the event being deducted from the student's allotment.)*

COMMUNITY SERVICE

Students in Odyssey Academy of Virtual Learning are encouraged to engage in community service activities. Projects can be created in order to capture the experience and learning achieved in community service activities. These types of activities may be incorporated into high school courses at the secondary level upon the development of a plan between the student and the

student's Advisory Teacher, and approval by the Administrator. Please contact your assigned Advisory Teacher for details on community service ideas or for utilizing community service opportunities to incorporate into coursework.

COMMUNICATION / ATTENDANCE

Each Odyssey Academy student/parent will be required to communicate with their assigned advisory teacher(s) or Odyssey Academy administrator regularly throughout the school year. Regular access to the required communication tools (learning management system, email, or other as assigned) is expected. Deadlines for activities and assignments are expected to be met. Communication may occur in a face to face meeting, online discussion, online meeting room, Zoom, phone call, messaging or whatever manner works best to maintain an open line of communication. Full attendance and participation will be determined by the frequency of the communication and the progress of the student in their learning, as measured by multiple means throughout the school year. Situations with students/parents who fail to communicate with advisory teachers through responses to advisory teacher queries or through the access to assigned activities will be addressed according to the guidelines in Odyssey Academy Policy #7-Communication with the School.

** Odyssey Academy students/parents are also required to participate in and be productive in their learning. Communication with the advisory teacher can occur in multiple formats, but must be done in a regular and timely manner. Expectations are defined in Odyssey Academy Policy #7-Communication with the School. Odyssey Academy will dismiss students who do not participate in their individualized program as per WI State Statute 118.40.

DISCIPLINARY PROCEDURES

Odyssey Academy students are subject to all Ripon Area School District policies including but not limited to; policies referring to computer usage, email usage, and behavior during on-site courses and extracurricular activities and at any off-site events arranged by Odyssey Academy. Disciplinary proceedings for violations of RASD policies in these areas will be determined based on the frequency and severity of the infraction. The Odyssey Academy Governance Board is authorized to dismiss students from the school for violations of these policies when necessary.

ACADEMIC HONESTY

Odyssey Academy students will exercise responsible and ethical behavior in all aspects of their education. All work completed by students must represent a student's original ideas or cite all relevant sources if not original. **If the authenticity of the student's work is in question, a student may be required to take a proctored test or defend their work via an oral examination in person, via phone or online.** Parents and students are encouraged to review the Ripon Area School District Policy #5500: Student Code of Classroom Conduct, located on the Odyssey Academy website. Disciplinary Action will be taken if a student has plagiarized, which could result in dismissal from Odyssey.

ACADEMIC ASSESSMENT

Odyssey Academy student progress will be assessed in multiple manners throughout the

school year. It is the responsibility of the advisory teacher and student to ensure that students are regularly participating. Assessments of and for learning come in a variety of different forms and are prescribed by the advisory teacher. A summary of the various types of assessments are listed below.

Formative Assessment of Student Performance

Students will be assigned targets and deadlines to demonstrate proficiency in the targets utilizing the resources available. **This type of assessment will be ongoing and will involve the use of time logs, journals, forums and products to determine the level of performance. Summative assessment of performance on projects and the level of proficiency demonstrated in specific standards will determine the “grade” the student will earn in a particular subject area.** Summative grades will be assigned quarterly by the advisory teacher and instruction will be adjusted depending on the needs of the student.

District Assessments (Reading and Math)

Students in Grades 4K-12 are required to participate in standardized math and reading assessment a minimum of two/three times per year. These assessments will be delivered through an electronic means and will be used to prescribe instruction, to make adjustments to instruction, to measure individual student performance gains and to measure school performance. These assessments will be delivered electronically to the family.

State Testing- (see Odyssey Academy Policy #12 below)

The State of Wisconsin requires testing of all public education students. Students in Odyssey Academy are public school students who are required to participate in the state assessment system. The state test will be proctored by an advisory teacher from Odyssey Academy or another staff member from Odyssey Academy assigned by the administrator. Locations for the state testing will be determined based on the locations of the families in Odyssey Academy. Students may be required to travel to locations some distance away from their home in order to participate in this required assessment.

Literacy Screener K4-2

Each student will be assessed on literacy skills bi-annually. This process is required by the state of Wisconsin for students in Grades K4-2 and will be proctored by Odyssey Academy teachers at the beginning and end of the school year.

Pre-ACT Secure

The Pre-ACT Secure is an assessment of English, Reading, Mathematics and Science and is required once per year by students in Grades 9 and 10. This assessment is proctored by Odyssey Academy staff.

ACT 11

ACT is required for students in Grade 11. Both assessments are proctored by Odyssey Academy staff.

WISCONSIN FORWARD

Assessment of skills in English Language Arts, Mathematics (Grades 3-8), Science and Social Studies
Revised June 2024

(Grades 4, 8) and Social Studies (Grade 10). This assessment is completed on a computer and proctored by Odyssey Academy staff.

Other Assessments

Odyssey Academy utilizes computer based assessments that can be administered in the home in order to provide the teacher, student and parents with the student's level of student growth in Reading and Mathematics. These assessments are done two/three times per year.

Subject Area Assessment

Students will be assessed in their coursework for proficiency by their assigned advisory teacher(s). Proficiency is measured against specific standards in a specific subject area. Students who demonstrated proficiency in a specific number of targets at the secondary level will earn credit toward high school graduation in that subject. Assessments will be varied and individualized to specific projects and learning events the student is involved in, but focused on standards based targets.

Placement Testing

Student placement testing may be required for students new to the school or for students who may be ready to be placed in a higher grade level. The specific assessment used will be determined by Odyssey Academy. Approval for grade level advancement will be authorized by the administrator based on data provided from the assessment and through consultation with the Odyssey Academy advisory teacher and Odyssey Academy parent. The procedures for grade advancement and grade retention are outlined in Odyssey Academy Policy #2- *Grade Level Placement*.

CLEP Testing

College Level Entry Placement (CLEP) Testing is encouraged for students at the high school level. Students should seek out opportunities for such exams. CLEP testing offers the high school student the option of earning college level credit for the course if the student passes the examination. Odyssey Academy will provide the student with the materials for preparation and will pay for the cost of the CLEP examination. Many of the practice materials for these and other testing can be accessed for free through Odyssey Academy. Once a student successfully completes a CLEP exam they will be awarded high school credit for that course with a grade of "A".

High School Students Enrolled in College Courses at Post Secondary Institutions

Students have an opportunity to physically attend a university, college or technical college to earn credit prior to graduating from Ripon Area School District at no cost to parents. This program is referred to as the Early College Credit Program (ECCP) and Start College Now (SCN).

Early College Credit Program (ECCP) and Start College Now (SCN)

ECCP- grades 11 & 12

SCN- grades 11 & 12

Students are eligible to take one or more courses at a UW or private college/university for

high school and/or college credit through the ECCP. Students are also eligible to take courses for high school and/or college credit through a technical college through the SCN Program. **Requests are due in the Student Services office by October 1st for the spring semester classes and March 1st for the fall semester classes.** Requests must identify the courses to be taken and have the student(s) and parents' signatures. Legislature does change from time to time. Please contact the student services office for current district practices.

- For more information on ECCP visit: <https://dpi.wi.gov/dual-enrollment/eccp>.
- For more information on SCN visit: <https://mywtcs.wtcsystem.edu/educational-services/career-prep-dual-enrollment/st-art-college-now/>.

High School Student Additional Opportunities to Earn College Credit

Students have the opportunity to earn college credit while not physically attending a college, university or technical college. Costs and fees vary with these options.

AP Courses

Students may earn Advanced Placement (AP) for college credits in a variety of courses. *These are some that are available. The complete listing is in the online course catalog.*

- AP World History
- AP Psychology
- AP Chemistry
- AP Biology
- AP Spanish
- AP US History
- AP Literature and Composition
- AP Economics
- AP Calculus
- AP Statistics

In May, the student has the option to take the Advanced Placement test in that subject area. The cost of the test varies according to the College Board. If the student does well on the exam, he/she may earn college credit. The criteria for college admission varies; and, it is the responsibility of the student to make sure the college that he/she plans to attend accepts the AP test scores. Note: Students may also take the AP exam without taking the related AP course. For more information on AP Courses visit: <https://apstudent.collegeboard.org/home>.

Please know additional AP courses may be approved from time to time by Odyssey Academy to be taken through WVS. If approved, these courses would be communicated to the student at the time they are registering for the next semester.

Transcripted Credit Technical College Courses - Ripon Resident Students

Students may take the following courses for technical college credit:

- Accounting I
- Accounting II
- Foundations of Early Childhood
- Intro to Business
- Manufacturing Processes
- Welding Theory/Safety GMAW
- Medical Explorers
- Microsoft Word/Excel
- Microsoft PowerPoint/Access
- Natural Resource Management ES
- Photoshop
- Veterinary Science ES

These courses are taught at RHS and students may earn dual credit at Moraine Park Technical College or Lakeshore Technical College. There is no cost as determined by the technical college. For information on Articulated Technical College Courses at Moraine Park Technical College visit: <https://www.morainepark.edu/admissions/high-school-student/>.

CAPP (Cooperative Academic Partnership Program) COURSES- (Ripon Resident Students)

Students may take the following courses for CAPP credit:

Biology 105	4 College Credits
College Writing	3 College Credits
Astronomy 104- Stars & Galaxies	4 College Credits
BIO 104 Ecosystem in Crisis	4 College Credits
AP/CAPP Physics 107	5 College Credits
Outdoor Adventures (Archery Unit)	1 College Credit

These are weighted courses (with the exception of Outdoor Adventures) and are taught at RHS. Students may earn dual credit at UW Oshkosh, providing they meet one of the following requirements:

- Be in upper 25% of their class
- Have a cumulative GPA of at least 3.25
- Have an ACT score of at least 24 AND in the upper 50% of their class

If students decide they would like to enroll for dual credit, they must obtain an enrollment form from the CAPP teacher and pay approximately 50% of the per credit cost established by UW Oshkosh. Students will also be required to complete an online application for UW Oshkosh the summer before the class begins. For more information on CAPP Courses visit: <https://www.uwosh.edu/capp/>.

Independent Study

Juniors and seniors can do an Independent Study with a teacher of choice. They can earn 0.5 credit per course and there is a maximum of two Independent Study courses over two years. Students must submit an application.

Youth Apprenticeship (YA)

Youth Apprenticeship offers a course of study for juniors and seniors that combines learning in school with learning on the job. This is a paid experience and a grade will be assigned based on performance. Students learn employability skills and technical tasks within a specific career path developed by business and industry representatives in cooperation with high school teachers in the CTE area. The student's job is matched with the career interest in one of the areas. Students need to make initial contact with a placement site within their career pathway. Paperwork must be filled out and approved prior to the start of the enrolled semester/year. For more information on Youth Apprenticeship, visit: <https://dwd.wisconsin.gov/apprenticeship/ya-applicants.htm>.

Work Credit

Juniors and seniors can earn up to one credit per semester. They earn 0.5 credits for every 75 hours of work. Students must submit an application.

Additional Academic Opportunity

Global Education Achievement Certificate (GEAC)

The Wisconsin Global Education Achievement Certificate (GEAC) supports education for global competence with a designation of Wisconsin Global Scholar. Global Scholars are students who have successfully completed the requirements in this program. Interested students should connect with their Advisory Teacher.

NON-DISCRIMINATION STATEMENT AND COMPLAINT PROCEDURE

NONDISCRIMINATION POLICY 2260

The Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of the Protected Classes in any of its student programs and activities. To see the complete Policy 2266 Nondiscrimination and Access to Equal Educational Opportunity, visit the District website or request a copy from the District office or any of the school building offices.

Protected Classes include:

- A. Race;
- B. Color;
- C. National origin;
- D. Age;
- E. Sex (including gender status, change of sex, sexual orientation, or gender identity);

- F. Pregnancy;
- G. Creed or religion;
- H. Genetic information;
- I. Handicap or disability (in accordance with Policy 1623, AG 1623A, and AG 1623B);
- J. Marital status;
- K. Citizenship status;
- L. Veteran status;
- M. Military service (as defined in 111.32, Wis. Stats.);
- N. Ancestry;
- O. Arrest record;
- P. Conviction record (In accordance with Policy 4121);
- Q. Use or non-use of lawful products off the District's premises during non-working hours;
- R. Declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters; or
- S. Any other characteristic protected by law in its employment practices.

Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days.

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any

member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

District Compliance Officers (COs)

The Board designates the following individuals to serve as the District's CO's:

Jonah Adams

Business Manager

1120 Metomen Street

Ripon, WI 54971

(920) 748-4600

adamsj@ripon.k12.wi.us

Emmy Jess

Pupil Service Director

100 Ringstad Drive

Ripon, WI 54971

(920) 748-1550

jesse@ripon.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the staff and student handbooks and on the School District's website. A CO will be available during regular

school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: a description of the alleged violation, the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the complaining party.

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;

- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the Superintendent or Board President, if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the Superintendent either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and Respondent. The Superintendent may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the

Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a grievance utilizing the District's grievance procedure as outlined in Policy 3340 or Policy 4340.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Sexual Harassment Policy and Procedures

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. To see the complete Policy 5517.01 Bullying, visit the District website or request a copy from the District office or any of the school building offices.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Jonah Adams
Business Manager

1120 Metomen Street
 Ripon, WI 54971
 (920) 748-4600
 adamsj@ripon.k12.wi.us

Emmy Jess
 Pupil Service Director
 100 Ringstad Drive
 Ripon, WI 54971
 (920) 748-1550
 jesse@ripon.k12.wi.us

The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board President. Questions about this policy should be directed to the Title IX Coordinator.

BULLYING Policy 5517.01

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. To see the complete Policy 5517.01 Bullying, visit the District website or request a copy from the District office or any of the school building offices.

Definition of Bullying:

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Student(s) who believe they have been or are the victim(s) of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. Student(s) may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate

administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

Board Policy 5517.01 will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The District will also provide a copy of the policy to any person who requests it.

Cyberbullying

Cyber bullying is defined as the use of information and communication technologies including, but not limited to email, social networking sites, cell phone and paper text messages, instant messaging, defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Student Hazing Policy 5516

The Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or that event. To see the complete Policy 5516 Student Hazing, visit the District website or request a copy from the District office or any of the school building offices.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

Disciplinary action for students may include, but not be limited to, suspension and/or expulsion. Disciplinary action for staff members may be subject to any applicable terms of a collective bargaining agreement.

The individual informed of the situation shall immediately do the following:

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with administration.
- B. Determine if any potential criminal activity has occurred, and if so contact law enforcement immediately.
- C. Determine whether the information received illustrates hazing behavior that is based on the students or any group of students' Protected Classes. sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws ("Protected Classes").
- D. If the conduct reported appears to be based on one (1) or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.
- E. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the Administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the Administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy 5517 – Student Anti-harassment.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy 3139 – Staff Discipline or Policy 4139 – Staff Discipline).

SPECIAL EDUCATION OR RELATED SERVICES

Students enrolled in Odyssey Academy may be provided special education services under State Statute 118.51, open-enrollment. The Ripon Area School District retains the legal responsibility to meet all special education or related services provided by WI Statute 115.787. *It is important to understand there are often situations where Odyssey Academy, and the virtual setting in general, may not be the best environment for a student with a disability.* In this case we will provide

recommendations as to the optimum setting for your child if your child qualifies for and you are interested in special education services. These recommendations may or may not include services through Odyssey Academy.

ONLINE LEARNING

Wisconsin Statute 115.001(16) defines a virtual charter school as a charter school *in which all or part of the instruction is provided by means of the Internet*. Students in Odyssey Academy of Virtual Learning will be prescribed instruction through a variety of delivery models that best fit the needs of the student. Instruction will be prescribed through the use of a common learning management system. The learning management system will connect the student to the advisory teacher. Not every student is interested or skilled in participating in instruction solely over the Internet. Therefore, we offer the flexibility for a variety of instructional delivery platforms to be used in order to meet the educational needs of the students.

Communication with students and instructional delivery will occur, at times, over the internet. Maintaining or posting material on the internet that causes a substantial disruption of school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities or events is a violation of the student disciplinary code of conduct and subject to disciplinary action. Specific requirements related to the use of the Internet, technology or software under license of Odyssey Academy of Virtual Learning or the Ripon Area School District are outlined in Ripon Area School District Policy #7540: Computer Technology Network and Internet Acceptable Use and Safety and Policy #7540.03 Student Education Technology Acceptable Use and Safety and Administrative Guideline #7540.03 Student Network and Internet Acceptable Use and Safety.

This policy is also located on the Odyssey Academy website.

ADMISSION/ENROLLMENT

Odyssey Academy of Virtual Learning adheres to the admission policies of the Ripon Area School District Board of Education for admission age and open enrollment.

5112 - ENTRANCE AGE

The Board of Education shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

A. 4K/Preschool

A child is eligible for 4K/Preschool when they attain the age of four (4) on or before September 1st of the year in which they apply for entrance and meet residence requirements.

B. Kindergarten

A child is eligible for Kindergarten when they attain the age of five (5) on or before September 1st of the year in which they apply for entrance and meet residence requirements. The child may not be placed in an alternative program without permission of

the parent.

C. First Grade

A child must be six (6) years of age on or before September 1st in the year in which they enroll. A student must have completed a kindergarten program or must receive a waiver of this requirement.

Any student who has not completed a 5-year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a 5-year old kindergarten program is a prerequisite to enrollment in first grade and the student has received a waiver of the requirement in his or her prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of 5-year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the building principal, in consultation with the first grade teacher(s) of the District, determines that the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides explanation as to the decision.

waiver

Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the building principal may appeal that decision to the Superintendent by submitting a written request to the Superintendent within ten (10) days of the decision of the principal.

The decision of the Superintendent is final.

Older Students

A person who is a resident of the District and over twenty (20) years of age may enroll provided the Superintendent does not think their enrollment will interfere with the education of the other students.

Early Admission

In rare circumstances, a child may be screened for early admission to kindergarten or First Grade and granted enrollment according to the results of the screening. The decision to admit will be made by the building principal and is final.

The Board does not consider early admission to 4K/Preschool.

Revised 9/19/11

5113 - OPEN ENROLLMENT PROGRAM (Inter-District)

The School District ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Nonresident District

A school district located in Wisconsin which is not a student's district of residence.

B. Nonresident Student

A student who is a legal resident or otherwise legally entitled to attend school in another school district in Wisconsin and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A nonresident student who is a resident of the State of Wisconsin and who pays tuition in accordance with State law.

D. Full-time Enrollment

A student is enrolled for the entire school day and receives all of their required education in this District.

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the Superintendent.

F. Program Size

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based

upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

G. Resident Student

A student who is a legal resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Nonresident Students.

FULL TIME OPEN ENROLLMENT

A. Procedures for Processing of Open Enrollment Applications

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to nonresident students already attending District schools and their siblings.

If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept an applicant who is a student or the sibling of a student already attending school in the District.

B. Decisional Criteria for Nonresident Applications Decisions on nonresident open enrollment applications will be based only on the following criteria:

1. Whether there is space available for nonresident transfer students. No later than January of each school year the Superintendent will report to the School Board the anticipated space available for the next school year in the schools, programs, classes and grades of the District for open enrollment students. In determining the amount of space available, the District will count resident students, tuition waiver students under 121.84 Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) and are already attending public school in the District. Other factors the Superintendent shall consider include, but shall not be limited to, the following: District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings. Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of nonresident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives. The number of nonresident students currently attending the schools of the District

for whom tuition is paid by another district under Section 121.78(1)(a), Wis. Stats. The number of resident home schooled or private school students likely to attend the schools of the District in accordance with Section 118.415, Wis. Stats. The Superintendent will revise this initial report after the second Friday in January count to confirm openings based on a. through e. above.

2. Whether an applicant for a pre-kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
3. Whether the nonresident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities: Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision. Notwithstanding the Board's acceptance of a nonresident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the nonresident student will attend a school in the District, s/he is determined to fall under paragraph B. 3. The Board may request a copy of a nonresident student's disciplinary records from the resident School Board.
4. Whether the special education program or related services described in the nonresident student's individualized education program ("IEP"), if any, are available in the District.
5. Whether there is space available in the District for the special education program identified in the nonresident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections. (See paragraph B. 1. above).
6. Whether the nonresident student has been screened by the resident School Board to determine if there is reasonable cause to believe that s/he is a child with exceptional educational needs.
7. Whether the resident School Board has been informed that the nonresident student may have exceptional education needs that have not yet been evaluated by an IEP Team.
8. Whether the application of a nonresident student has been denied by the District of which s/he is a resident.(Note: If a nonresident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the nonresident may be returned to the resident school district.)
9. Whether the nonresident school board has made a determination that a pupil attending the nonresident school district is habitually truant from the nonresident school district during any semester of the current school year, the

nonresident school board may prohibit the student from attending the nonresident school district in the succeeding semester or school year.

C. Procedure for Evaluating Applications by District Residents to Transfer to Another District

The Board will consider only the following criteria for denying resident applications:

Whether the resident student is a special education student and the implementation of his/her IEP in the other district would impose an undue financial burden on the District.

Financial burden is determined through review of actual increased expenses relative to providing services specific to the student in question, not including prorated costs of facilities and materials and including expenses for instructional faculty only if those faculty are added as a result of the student and devoted primarily to that student.

(Note: Notwithstanding the Board's approval of a resident student's application, the Board may withdraw approval if, after the District student has begun in the other school district, the IEP as implemented by the nonresident school district would impose an undue financial burden on the District.)

D. Reapplication Procedures

The Board will not require accepted nonresident students to reapply under the open enrollment policy.

E. Transportation

The parents of a student attending a nonresident school district will be solely responsible for providing transportation to and from the school site or to a scheduled in-District bus stop, if space is available, unless the nonresident student is a special education student and transportation is required by his/her IEP.

Transportation for Incoming Open Enrollment Students

The Ripon Area School District will consider transportation of non-resident students within the boundaries of the student's resident school district. The consideration will be based on the student living on an existing bus transportation route or an extension of an existing route that maintains an effective bus transportation system. On an annual basis, the Ripon Area School District may permit bus transportation of incoming open enrolled students on district buses when the non-resident student is picked up and/or dropped off at an existing bus stop within the District on a space-available basis for students assigned to the bus. Wisconsin Statute 121.54 (3) will apply for students who have a current IEP.

Transportation for Outgoing Open Enrollment Students.

The Ripon Area School District will not permit other school districts to enter into the Ripon Area School District for the purpose of picking up and/or dropping off open enrolled students unless the other school district has reciprocal arrangements with the Ripon Area School

District. If a reciprocal arrangement does exist between the two (2) districts, then students who live directly on existing bus routes of the other district will be eligible for transportation by that district.

GRADUATION REQUIREMENTS

Students must earn a total of 24 credits to meet the graduation requirements. These credits consist of:

- 4 English credits
- 3 Math credits
- 3 Science credits
- 3 Social Studies credits
- 0.5 Health credit
- 0.5 Financial Literacy
- 1.5 Physical Education credits
- 8.5 Elective credits

General Provisions

- A. A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.
- B. The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.
- C. The Superintendent shall be responsible for developing and promulgating administrative guidelines to implement this policy. (See accompanying pages.) Such guidelines shall address at least the following matters:
 1. participation in interscholastic athletics
 2. District transportation services
 3. transfer of academic credit
 4. payment of fees and other charges

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**Odyssey Academy OF VIRTUAL LEARNING
GOVERNANCE BOARD POLICIES**

Revised June 2024

Odyssey Academy Policy #1: Student Enrollment

The Odyssey Academy Governance Board authorizes school administration to develop the process for student enrollment. The process shall generally follow the process timeline established by the Wisconsin Department of Public Instruction for open-enrollment in schools. School administration will also establish the process for accepting enrollment outside of the regular enrollment period and for students who reside in the Ripon area. In all enrollment procedures, Odyssey Academy will follow the requirements for enrollment in WI State Statute and, where applicable, the process used by the Ripon Area School District.

Adopted: November 14, 2018

Odyssey Academy Policy #2: Grade Level Placement

It is the philosophy of Odyssey Academy that placement in specific grade levels solely according to a student's age is not a reliable or necessarily an accurate method of sorting students. Students in Odyssey Academy will progress based on their individual abilities in specific subject areas as demonstrated by their performance in the subject areas they are studying. As students progress through their program of study, all efforts will be made to provide students with curricular materials that challenge them at their individual ability level. Due to the grade level requirements on standardized state assessments we are required to sort students by grade level. In an effort to match our philosophy with the current education system we will use the grade promotion and grade retention procedures defined below:

Initial Grade Level Placement

Students enrolling in Odyssey Academy will be placed in the grade level communicated to Odyssey Academy by the previously enrolled school district. If the student was home-schooled, he/she will be placed in his/her grade level according to their age. All students will be assessed in reading and mathematics to confirm the grade level and to generate data to support the grade level placement. Students will not be accepted into K4 unless they are 4 years old by September 1st of the school year they are enrolling per RASD Policy #5112. A copy of the student's birth certificate may be required for new students in grades K4 and KG. Students will not be placed in Kindergarten unless they are 5 years old by September 1st of the year they are enrolling. Grade level adjustments can be made in a collaborative agreement with the parent, advisory teacher and school administrator with sufficient data to support the decision.

Grade Promotion

Students may be advanced to a higher grade level if the following criteria are met:

1. Student has demonstrated advanced performance academically;
2. Student has demonstrated advanced performance in standardized assessments (State and Local) in Reading and Mathematics; and
3. Odyssey Academy advisory teachers, administration and parents are in agreement about the grade placement of the student.

Grade Retention

Students may be retained in the same grade level if the following criteria are met:

1. Student has demonstrated below grade level performance academically in their coursework, specifically in Reading or Mathematics.
2. Student has demonstrated performance below grade level or at a “minimal” level on state or local standardized assessments in Reading and/or Mathematics.
3. Odyssey Academy advisory teachers, administration and parents of the student are in agreement about the grade level placement of the student.

Adopted: November 14, 2018

Odyssey Academy Policy #3: High School Graduation

High school students enrolled in Odyssey Academy of Virtual Learning are required to complete coursework in the following areas:

<u>English:</u>	4 credits (8 semesters)
<u>Social Studies:</u>	3 credits (6 semesters to include successful completion of US Citizenship Exam)
<u>Science:</u>	3 credits (6 semesters)
<u>Math:</u>	3 credits (6 semesters)
<u>Health:</u>	0.5 credit (1 semester)
<u>Physical Education:</u>	1.5 credits (3 semesters)
<u>Elective courses:</u>	9 credits (16 semesters)

Students will complete a total of 24 credits and/or demonstrate equivalent competencies in all subject areas listed to satisfy graduation requirements.

Adopted: November 14, 2018

Odyssey Academy Policy #4: Assessment

Student proficiency throughout courses will be measured utilizing a number of formative and summative assessment tools selected by the advisory teacher. Assessment tools are used to monitor student achievement of learning targets as well as to allow for differentiation of instruction in order to meet student needs. Assessments are also used to provide summative grades for students in specific subject areas.

Final assessment of proficiency in a specific course will be measured by summative assessment in the subject area. Assessments can take a variety of forms but in general can fall into these categories:

Assessment Options

Student Portfolio - The student portfolio contains artifacts demonstrating student proficiency in the subject area. The portfolio will contain at a minimum a log of hours spent studying the subject; a narrative explaining the learning process and the knowledge gained throughout the study of the subject; and, artifacts demonstrating the level of understanding of the subject. (This could include completed assessments taken throughout the course, projects

completed throughout the study of the subject, notes taken during the study of the subject, catalog of books read during the study of the subject, essays or writings completed during the study of the subject, or any other artifact pertinent to demonstrating competency in the subject of study.)

Written assessment - The student will complete a written assessment on the particular subject they are studying.

Online assessment - The student will complete an online assessment on the particular subject they are studying.

Project based assessment - The student will participate in the project process culminating in the demonstration of understanding in specific content level standards related to core subject areas.

Oral examination - The student will complete an oral interview with the advisory teacher using artifacts they have developed through the study of the subject.

Other as determined by the advisory teacher and administrator

A standard grading scale with specific grade marks will be established and communicated to students at all grade levels prior to use of assessment type.

Adopted: November 14, 2018

Odyssey Academy Policy #5: Student Accountability

Odyssey Academy of Virtual Learning provides a venue for a flexible and customized educational experience for students. This requires a certain amount of organization and discipline on the part of the student with support from the parent. Our goal is that throughout the school year, all students are progressing in their learning and able to demonstrate growth in all subject areas. Communication between the teacher, parent and student are essential to this process and will be maintained and initiated by the teacher.

Specific methods of ensuring student accountability:

In all assigned courses there will be grades for student performance. Summative grades will be assigned at the end of the semester. Progress Reports will be shared FOUR times per year. Students will be assessed in a variety of ways depending on the course. Being that there may be a variety of instructional tools utilized in the process, a more specific description is below:

Individualized Learning Plan (ILP) - Utilizing the ILP, the advisory teacher will prescribe instructional activities and assignments on a weekly basis. **Progress monitoring of assignments will occur weekly through discussions with the student and through parent contact. Quarterly assessment of student performance will be completed and a summative grade will be assigned in specific subject areas.**

WVS Courses- Delivered Online - Advisory teachers will utilize the built-in progress monitoring and assessment tools in online course content. Built within each of these tools are a variety of options that advisory teachers utilize to customize the prescription of instruction, the assessment of student learning and the grading of student work.

Coursework Delivered Online via Teachers - Odyssey Academy teachers deliver instruction via Zoom in multiple subject areas at the secondary level. In addition, Ripon Resident students are able to participate in courses at Ripon High School. Accountability in these areas is measured in a variety of manners and will be determined by the on-site teacher. Open enrolled students may take up to TWO courses at their local district if the Part-Time Enrollment Application has been submitted 6 weeks prior to the start of the course and approved by BOTH school districts.

Computer-Based Assessments - All students will participate in computer-based assessments in English/Language Arts and Mathematics up to three times annually (Fall, (Winter-as needed) & Spring). Some students will participate in additional assessments in specific subject areas. The purpose of these assessments is to provide an objective view of student performance in particular subject areas in order to prescribe targeted instruction during the year. The second and third assessments are to monitor the level of progress in targeted areas.

Adopted: November 14, 2018

Odyssey Academy Policy #6:Part-Time Enrollment

Odyssey Academy high school students may participate in up to TWO courses through their local school district per semester. A Part-Time Enrollment Application must be submitted to BOTH school districts at least SIX weeks prior to the start of the course. Both school districts must approve the application. Students must take the majority of their course through Odyssey Academy.

Student Allotment for Part-Time Enrollment Students:

High school students who open- enroll to Odyssey, who wish to take classes in their home school district, will receive a reduced allocation for curriculum and materials as listed below. A full-time student at Odyssey receives \$1,200 for one school year. When a student takes a class in their local district , a student will receive the following allotment through Odyssey for one school year.

<u>One Semester-Long Course:</u>	\$1,146
<u>Two Semester-Long Courses (or 1 Year-Long Course):</u>	\$1,042
<u>Three Semester-Long Courses:</u>	\$938
<u>Four Semester-Long Courses (or 2 Year-Long Courses):</u>	\$833

High school students are eligible to apply for part-time open enrollment to take up to two courses in

another district, usually their resident district. Application Deadlines is no later than six weeks prior to the start of the course(s)

Adopted: November 14, 2018

**** Odyssey Academy Policy #7: Communication with School**

Consistent student communication with Odyssey Academy of Virtual Learning teaching staff is critical to the success of students in this instructional delivery model. Instructors will communicate with students on a regular basis utilizing a variety of instructional tools and through various electronic and traditional means. Online courses provide multiple platforms for communication between student and teacher. In addition, regional liaisons will be in regular communication with families regarding school operations and events.

Student response to teacher directive or instruction

Students will respond to teacher instruction within five (5) days of an assignment or communication initiated by the teacher. A student response is a legitimate effort at participation in the instructional phase of the curriculum or completion of assignments given by the teacher. A student response is *not* simply logging into a course content provider or a learning management system.

Student failure to respond to teacher directive or instruction

When a student fails to respond to a school assignment or directive from a Odyssey Academy teacher within five (5) school days, the school will notify the parent or guardian regarding the student's lack of participation in the program. **After three (3) such notices in one semester**, the Odyssey Academy Governance Board is within its right to dismiss the student from Odyssey Academy and will follow the procedure outlined in WI State Statute 118.40 (8)g

Teacher response to student inquiries or questions.

Teachers will respond to inquiries from students and/or parents/guardians of students by the end of the first school day following the day on which the inquiry is received (within 24 hours) as per WI State Statute 118.40 (8)d(3).

Students who have received two (2) notices for lack of participation/productivity, in a one semester period, will have limitations on academic enrichment opportunities until the student has demonstrated he/she is willing to participate and exhibit productivity in his/her studies as directed by the teacher for a period of six (6) consecutive weeks. Following this time frame, it will be determined by the teacher and the Administrator to authorize any pending and/or future Academic Enrichment requests by the parent. Ordering of necessary curricular resources needed by the student, as determined by his/her teacher, will not be affected during this six (6) week time period. Note: this Wisconsin statute is for a semester. Truancy notifications reset at the start of a new semester.

Adopted: November 14, 2018

Odyssey Academy Policy #8: Student Remediation and Intervention

It is the goal of Odyssey Academy of Virtual Learning to ensure that students are progressing through their education at the prescribed rate and according to their ability level. We know that “one size does not fit all” for every student; therefore, we will make efforts to intervene and remediate in specific subject areas where students are not meeting grade level standards. The method of intervention, the frequency and the length will all be determined by the teacher in that particular subject area or the advisory teacher assigned to the student. We will utilize multiple means to provide instructional support to students. This may include any or all of the following intervention strategies:

Increasing the amount of direct instruction utilizing online, face-to-face or other means.

- Assigning additional coursework or utilizing instructional support resources that will provide the level of remediation necessary to support the need of the student.
- Providing small group or one-on-one instructional opportunities for the student in the particular subject area.
- Adjusting the time requirements for specific assignments.

Adopted: November 14, 2018

Odyssey Academy Policy #9: School and Parent Role in the Educational Process

Administrator

The Odyssey Academy Administrator is responsible for all aspects of the school from the management and organization of the budget and systems in place for supporting the instruction, to the outcome of the instruction as measured by student performance and overall school performance on standardized assessments. The administrator is also responsible for all staff supervision to include the annual evaluation plan and day-to-day oversight.

Teacher

The Odyssey Academy teacher implements and delivers an instructional plan to the student enrolled in Odyssey Academy. The Odyssey Academy teacher works with students and parents to create a customized and individualized plan utilizing a variety of curricular resources to support the direct instruction in the virtual environment. Specifically the teacher will:

- Improve learning by planned instruction.
- Assess learning and diagnose learning needs.
- Prescribe content delivery through instructional activities.
- Report outcomes to administrators, parents and guardians.
- Evaluate the effects of instruction.
- Lead the development of Individual Learning Plans.
- Monitor student progress in all curricular areas.
- Communicate with parents and students in regard to student progress.
- Provide additional instructional and curricular assistance in all content areas as needed.
- Coordinate required state testing dates and facilitate testing.
- Coordinate other school wide assessments.
- Provide access to learning experiences, field trips and local assessments and resources.

Parent

The engagement of parents in the educational process is essential to the academic success of the student in Odyssey Academy's instructional delivery model. The parent is responsible for supporting the educational services being provided in the home environment and ensuring that the student is progressing at the prescribed pace of the instruction as monitored by the Odyssey Academy teacher. The Odyssey Academy parent is responsible for participating in regular communication with teachers and the school throughout the school year as monitored by the Odyssey Academy teacher. Specifically the Odyssey Academy parent will:

- Maintain regular and consistent communication with teacher, administration and school personnel
- Assist students in scheduling assessments with teachers and assisting in submitting projects, assignments and portfolios by the deadlines
- Maintain regular communication with and collaborate with the teacher in creation of the Individualized Learning Plan of the student.
- Ensure the child is progressing each day through the daily prescribed instructional activities, whether working from home, online or through other means.
- Communicate any concerns related to instructional delivery to the Odyssey Academy of Virtual Learning staff.
- Contact teachers with any questions or concerns related to a specific course or assignment or other school related issues.
- **Participate in regular performance reviews with the student and their teacher.**
- **Follow the procedures for required state testing and local assessments.**
- **Follow all rules and policies set forth by Odyssey Academy of Virtual Learning.**

Adopted: November 14, 2018

Odyssey Academy Policy #10: Curriculum Review

Odyssey Academy of Virtual Learning relies on a variety of curricular resources to support individualized instruction of all of our students. Curricular resources come in a variety of ranges from traditional textbooks and instructional sets to online supplementary tools and tablet apps. Our teachers will prescribe instruction utilizing a variety of these resources. Odyssey Academy of Virtual Learning will review all curricular resources utilizing the following essential questions as guides:

- How does the curricular tool or material fit into the learning plan of the child?
- Does the resource or tool provide the level of rigor needed to provide quality instruction?
- Is the resource or tool utilized in other educational settings?
- Is the resource or tool accredited by other educational organizations or schools?
- Does the resource meet the Wisconsin education standards for that particular subject area?
- Is the expense for the resource justifiable for the purpose it is intended or is there an alternate way to provide the same level of support?
- Is the curriculum on our Odyssey Academy Approved Vendor list?

In the review process the following tools will be used as guides for approving materials:

- Wisconsin Academic Standards
- Ripon Area School District Curriculum maps

- Odyssey Academy/Ripon School District Curriculum Review Process
- Odyssey Academy/Ripon School District Program Evaluation Checklist

****Once the resource has been reviewed and approved by the Odyssey Academy of Virtual Learning Governance Council it will be placed on the Approved Curricular Options list and can be utilized by teachers in the instructional delivery to the student. This process will be ongoing.**

****In following this process, curriculum that has not been approved by the Governance Council will not be allowed to be used until further review. No additional curriculum can be added mid-year without being approved by the Governance Council.****

Adopted: November 14, 2018

Odyssey Academy Policy #11: Computers, Hardware and Library Materials

Odyssey Academy of Virtual Learning (Odyssey Academy) is a virtual school that relies heavily on technology for the delivery of instruction and the communication between students, teachers, parents and the school. For this reason Odyssey Academy provides technology resources to each student enrolled. Laptop computers are the standard tool provided for every student, but other technology will be considered based on the learning plan of the student. Parents acknowledge as part of enrolling their student(s) in Odyssey Academy that they are familiar with the Odyssey Academy Technology Guidelines set forth here and all Odyssey Academy policies and information contained in the handbook.

It is the expectation of the school that students and parents will take care to protect the equipment from damage as described in the 2023-24 Odyssey Academy Technology Procedures outline, which is provided when new technology devices are issued to students and/or families. This includes protection from software or Internet based viruses.

In the event equipment is damaged as determined by the Odyssey Academy Technology Provider, the cost of repair will be determined based on the process outlined in the 2023-24 Odyssey Academy Technology Procedure. Damage includes, but is not limited to: a broken or cracked screen, liquid spills or submersion, keyboard abuse, broken ports or drives, modified cables or equipment, severe physical abuse such as dents, cracks or broken corners. Families are expected to report any damage or defects to the Odyssey Academy Technology Provider Help Desk. The intent is not to cause undue financial hardship to students or parents, but to ensure that proper steps are taken to care for Odyssey Academy equipment issued to students.

Odyssey Academy students are also able to check out additional materials and equipment as available (i.e., microscopes, technology devices) from the Odyssey Academy Library Catalog. Items do not accumulate overdue fines, but do need to be returned at the end of each school year for inventory purposes. High-demand items are subject to shorter checkout periods. Students/families are responsible for lost or damaged items and must reimburse Odyssey Academy for the cost of the lost/damaged item or replace it with the same item or a comparable item if the original is no longer available. Acceptable replacements must be approved by Odyssey Academy.

Technical Support

- **The 24/7 Help Desk can be contacted at (920) 896-6285 (OAVL).** It is monitored 24/7/365. If there is no immediate answer, please leave a message with your contact information and issue and your call will be returned as soon as possible. Return calls outside normal business hours of 8:00 am to 4:00 pm may occur. If you do not wish to be contacted during these hours, please indicate so in your message. Do not take district-owned laptops to an outside computer service for any type of repairs or maintenance.

Adopted: November 14, 2018

Odyssey Academy Policy #12: Common Standardized Assessment

Students enrolled in Odyssey Academy of Virtual Learning are required to participate in common standardized assessments at their assigned grade level. The assessment will be delivered in a variety of formats and will be used to gauge the level of performance at specific subject areas.

State Required Assessment

Literacy Screener K4-2

Each student will be assessed on literacy skills bi-annually. This process is required by the state of Wisconsin for students in Grades K4-2 and will be proctored by Odyssey Academy teachers at the beginning and end of the school year.

Pre-ACT Secure

The Pre-ACT Secure is an assessment of English, Reading, Mathematics and Science and is required once per year by students in Grades 9 and 10. This assessment is proctored by Odyssey Academy staff.

ACT 11

ACT is required for students in Grade 11. Both assessments are proctored by Odyssey Academy staff.

WISCONSIN FORWARD

Assessment of skills in English Language Arts, Mathematics (Grades 3-8), Science and Social Studies (Grades 4, 8) and Social Studies (Grade 10). This assessment is completed on a computer and proctored by Odyssey Academy staff.

Other Assessments

Odyssey Academy utilizes computer based assessments that can be administered in the home in order to provide the teacher, student and parents with the student's level of student growth in Reading and Mathematics. These assessments are done two/three times per year.

All common standardized assessment data is used to determine the level of success of the school. Individual student data is not utilized for anything other than to diagnose areas of need for the student. Data on school-wide performance is used to demonstrate the success of the school in furthering the education of the student as well as for determining specific subject areas and grade levels in need of improvement. Parents will have access to their individual student data at all times

and to school wide data when it is published.

Adopted: November 14, 2018

Odyssey Academy Policy #13: Membership Fees and Costs to Families

In the interest of providing students enrolled in Odyssey Academy Odyssey Academy of Virtual Learning with access to facilities and related resources, students will be permitted to participate in activities through organizations that may charge membership fees. Odyssey Academy of Virtual Learning will pay for *student and/or family (if applicable)* memberships to a variety of facilities as long as the use of the facility and its related resources supports the Individualized Learning Plan of the student. The cost of an individual/youth or family/household membership will be deducted from the student's allotment. **Membership requests must be submitted by September 30th in order to use them for the full school year. We will not accept them after the deadline if a full year membership is requested.**

In the case of multiple individual/youth student memberships vs. a family/household membership at athletic facilities, it may be more cost effective for Odyssey Academy to purchase a family/household membership to the requested athletic facility.

Adopted: November 14, 2018

Odyssey Academy Policy #14: High School Students Enrolled in College Courses

Eligible high school students will have the opportunity to enroll part-time in a different Wisconsin public high school or a Wisconsin postsecondary institution for the purpose of taking one or more courses for high school and/or college credit. Dual enrollment programs offer students educational experiences not directly available through the charter school. Fees for materials will come from a student's allotment. The tuition for Dual Enrollment is paid for by the district.

Students will follow the timelines outlined in each of the dual enrollment options in order to participate. Course enrollment will be approved by the Governance Board based on the student meeting the following requirements:

- Courses will be planned in accordance with the student's Individualized Learning Plan (ILP).
- Students will meet with their Advisory Teacher to determine available options.
- Students will follow the Early College Credit Program (ECCP) and Start College Now (SCN) application timeline and the requirements of the program.
- Courses selected will be courses that are not offered by Odyssey.
- Students will be limited to a maximum of 18 college credits during their high school career.
- The course is nonsectarian in nature.
- The course is not a remedial college course.
- Students will have demonstrated attributes indicating their potential for success in post-secondary coursework.
- ECCP- grades 11 and 12
- SCN- grades 11 and 12

Participating postsecondary institutions include the University of Wisconsin System, Wisconsin private nonprofit institutions, the Wisconsin Technical College System, and Wisconsin tribally controlled colleges. Each dual enrollment program and educational institution has its own set of deadlines, policies, and procedures which must be adhered to by all applicants and participants. Below are the general guidelines for each dual enrollment option:

Dual Enrollment Programs	Educational Institutions	Audience	Maximum Classes/Credits
Early College Credit Program	University of Wisconsin System; Wisconsin private nonprofit colleges/universities	Grades 11 - 12	18 credits maximum during high school Maximum of 2 classes at a time
Start College Now Program	Wisconsin Technical College System	Grades 11 - 12	18 credits maximum during high school
Part-Time Open Enrollment Program	Wisconsin public High Schools	Grades 9 - 12	Maximum of 2 classes at a time

Adopted: November 14, 2018

Odyssey Academy Policy #15: Student Use of Alternate Educational Settings for Instruction

Odyssey Academy students will have the opportunity to participate in educational settings that work in partnership with Odyssey Academy to provide supplemental educational services. Arrangements for these services can be initiated by the parent, but the service will not be a part of a student's educational plan or count for credit, nor will the fees for the services be paid for by Odyssey Academy until the following conditions can be established:

1. At least one of the providers of instruction must be an employee of Odyssey Academy of Virtual Learning.
2. The services meet the requirements of Odyssey Academy Instructional Guides for credit in specific subject areas and grade levels as determined by Odyssey Academy staff.

The only exception to this policy is for students participating in the intervention process who need specific support provided by uniquely qualified professionals as documented on a student's Individual Educational Plan, as part of a Section 504 plan or part of the regular education intervention process. In these cases, Odyssey Academy will provide financial support in full or in part for these services provided that the support is part of the intervention process, it is tied directly to the student's Individual Learning Plan, and it is overseen by the assigned teacher.

Adopted: November 14, 2018

Odyssey Academy Policy #16: Disposal of Used Materials

Odyssey Academy Administration will review unused or returned educational resources and equipment annually to determine the viability of the resource for further use by students or staff.

Materials include but are not limited to textbooks, non-consumable workbooks, supplies and/or other items as determined by the administrator.

Equipment includes but is not limited to computers, tablets, lab equipment, office equipment, office furniture and/or other items as determined by the administrator.

In the event that used resources or equipment are deemed of no further use to the school, it will be disposed of according to the established procedure in the following manner:

1. Resale of the resource or equipment back to Ripon Area School District
2. Resale to parents of students enrolled in Odyssey Academy
3. Resale of the resource or equipment to other entities

Odyssey Academy Administration will consult with the RASD Superintendent of Schools in accordance with Ripon Area School District Policy #7310, Disposition of Surplus Property, with the intentions of the Odyssey Academy Governance Board prior to any action on materials or equipment.

Adopted: November 14, 2018

Odyssey Academy Policy #17: Student Fees and Fines

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge. A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the school office with an accurate accounting of all transactions. Ripon Area School District Policy #6152

Adopted: January 24, 2022

APPENDIX I: Enrollment Timeline 2024-25 School Year

Students Currently Enrolled in Ripon Area School District (Non-Resident & Resident)

- Monday, September 9, 2024: Students currently enrolled in the Ripon Area School District must complete the Odyssey Academy Transfer Application prior to the deadline to enroll for the first semester. Any applications received after September 11 will be placed on a wait list for second semester enrollment.

New Students to the Ripon Area School District (Resident)

- Once a new student enrollment application is completed the team will review and make a decision. This process can take up to one week.

New Students to the Ripon Area School District (Non-Resident)

- First Monday in February: The Wisconsin Regular Open Enrollment application period begins. To apply, complete the online application on the DPI website.
- April 30, 2024: The Wisconsin Regular Open Enrollment application period closes at 4:00 PM. All applications must be submitted prior to 4:00 PM.
- June 9, 2024: Families will be notified of the application decision by the non-resident district (Ripon Area School District).
- June 16, 2024: Families of approved applicants must notify the nonresident district (Ripon Area School District) of the pupil's intent to attend by returning the Intent to Attend form to

the nonresident district (Ripon Area School District). Families must complete the enrollment paperwork found on the Apply Now tab to enroll the applicant into Odyssey Academy of Virtual Learning.

- June 30, 2024: The Alternative Open Enrollment application is available for families who wish to open enroll into Odyssey Academy of Virtual Learning and missed the regular open enrollment period.

IMPORTANT to NOTE: By Wisconsin State Statute, parents are only allowed to apply one time in a specific school district for enrollment through the open-enrollment process; therefore, if you apply during the regular open-enrollment period and are denied due to space, you are not allowed to use the alternative open-enrollment process to re-apply, even if there is space available during any given school year. If you have questions about this process, please contact the Department of Public Instruction.

APPENDIX II: Selection and Purchasing of Student Instructional Resources

Odyssey Academy has established processes for selecting and purchasing resources. Curriculum requests are submitted by the Odyssey Academy teacher based on the needs of the student's ILP. ***Student curriculum purchases receive first priority when ordering resources for the student. Curriculum requests may be submitted by the student's teacher/family during the year, up until February 15.*** These processes allow the parent and student to have input in the process for courses or classes that do not already require certain materials. Establishing and maintaining student allotments provides the school with a means to maintain fiscal responsibility and to ensure equity in the financial resources available to support student learning as described in the student's ILP. The allotment per student also allows parents the means to see what and how dollars are spent toward their child's schooling. The student allotment should not be considered the same as a student voucher. Allotments are not separate family "accounts" and ultimately all final decisions on purchasing are made by school administration. All necessary resources to support a student's learning will be supported within the parameters of the school's annual operating budget and the student's ILP. All remaining student allotment funds will be used to support additional needs for the school as a whole. Some examples include, but are not limited to, technology, online resources, student events, on-site instructional opportunities, and other additional learning opportunities. The student allotment amounts and guidelines, per student, are as follows:

Each student will have funds allocated for the purchase of instructional resources according to his or her Individualized Learning Plan (ILP). The following guidelines will apply:

1. A student's total allotment will be prorated as per the enrollment date of the student after the official first day of school in the Ripon Area School District.
2. **Should a student withdraw from Odyssey Academy during the academic year, all non-consumable materials (textbooks, reading books, manipulatives) will need to be returned to Odyssey Academy. Consumable items, such as: paper, printer ink, pencils can be kept by the student (items that were purchased in the 'General Supplies Budget').** Allocated funds may not be moved from one student's account to another student's account.
 - a. Students may retain consumable materials, such as: *paper, printer ink, pencils, etc.*
3. Parents will not be reimbursed directly for any purchases/services they may acquire on their own throughout the school year except for Internet Reimbursement (internet reimbursement is paid directly to the internet provider by Odyssey Academy).

While the selection of Odyssey Academy approved resources used for the student's education is certainly a discussion that is encouraged between the Odyssey Academy teacher, parent and student during the student's ILP and throughout the school year, these allocated funds are not a student 'voucher.' **A goal of Odyssey Academy is to be as fiscally responsible and accountable as possible. Any unspent funds may be used for technology, online resources and/or additional learning opportunities for all Odyssey Academy students. The maximum amount of these allocations, per student, are as follows:**

Grades K4 and KG:	\$730
Grades 1-6:	\$1,200
Grades 7-8:	\$1,200

Grades 9-12: \$1,200

For students who enroll after September 1, the allotment amounts will be adjusted based upon the quarter in which they enroll.

Purchase of resources to support student learning will be based on the courses, the course needs and the grade level of the student all within the parameters of the student's ILP. All resources will be selected from approved curricular resource lists. All requests for resources will be submitted to school administration for approval prior to purchase and must directly support the learning of the student. Resources not currently on the list of approved resources may be used to supplement instruction in specific subject areas and will be approved on an individualized basis by school administration.

All student expenditures from the allotment can be organized into three different categories:
Curriculum Resources, Academic Enrichment and Internet Support.

Curriculum Resources include all specific resources required for the student's instructional experience in a course or project. These resources include, but are not limited to textbooks, workbooks, software, literature books, specific curricular supplies such as art materials or items specific to a project-based or non-traditional instructional options. Dual enrollment tuition and fees are included in this category.

Curriculum resources are purchased per *student* and *course*. This may include costs associated with online coursework, textbooks, shipping costs for borrowed materials, and any other materials related to instruction in particular subjects. Parents will not be reimbursed for curricular materials they purchase on their own. Curriculum requests are submitted by the Odyssey teacher based on the needs of the student's ILP.

Student curriculum purchases receive first priority when ordering resources for the student. Curriculum requests may be submitted by the student's teacher throughout the school year from November 1st until February 15th.

After curriculum resources are submitted by the student's assigned teacher, the curriculum request is submitted to the administration for approval and subsequent processing. Parents may inquire of current student allotment balances by contacting their student's teacher or the office. Should a student and/or parent determine with the student's assigned Advisory Teacher that a curriculum option purchased for that student is not working for the student, please be advised that returns of specific curriculum are subject to the return policies of the particular curriculum vendor the curriculum was initially purchased from and may include shipping costs incurred by the parent. The credited amount the vendor issues to Odyssey will be the amount credited to that student's allotment balance - not the original purchase price of the curriculum.

Curriculum materials ordered will **only** be shipped to the **primary** residential address provided by the parent/guardian as part of the student's enrollment.

Academic Enrichment consists of additional opportunities that are not specifically required for a course or project, but offer students opportunities that academically enhance the student's learning experience. Odyssey has established relationships with numerous vendors throughout the state that provide academic enrichment opportunities for students in music, physical education, art and specific skill exploration. **Up to 60% of a student's allotment may be used for Academic Enrichment.**

Academic Enrichment requests will be prioritized and processed in the following order upon the completion the ILP and ordering process for curriculum. Important submission timelines for each of these requests are located on the specific forms used, located on the Odyssey website and provided below:

1. Lessons Requests (Deadline for submission: January 30th)
2. Monthly Athletic Memberships Requests (Deadline for submission: January 30th)
3. Yearly Museum/Zoo/Other Membership Requests (Deadline for submission: September 30th)
4. Additional General Supplies Requests (Deadline for submission: February 15th)
5. First Semester Internet Reimbursement Requests (Deadline for submission: September 30th)
6. Second Semester Internet Reimbursement Requests (Deadline for submission: January 30th)

The internet reimbursement will be deducted out of the general student allotment balance at the beginning of the year. Families should indicate their request for internet reimbursement on the student's ILP at the start of the school year. Internet reimbursement will be split evenly between all enrolled students within a household. We will then automatically deduct it from the total.

These requests are based on the student's Individualized Learning Plan, but are submitted by the parent to the Odyssey Academy office for approval and processing. The necessary forms for these requests are initially provided to the parent by the teacher during the student's first ILP meeting. They are also available on the Odyssey Academy website.

Please note that Odyssey also follows purchasing deadlines that are established by Ripon Public Schools. Academic Enrichment expenditures are prioritized after required curricular resources for courses/classes. Academic Enrichment opportunities are a value that Odyssey provides to students to more fully enhance their school experience and maximize the use of funding provided to the school by the state of Wisconsin. We do not require students to participate in these outside events, but Odyssey will support them within the guidelines of our Academic Enrichment policies and procedures and Ripon Public Schools. Academic Enrichment requests are intended for vendors/providers whose primary address is in the state of Wisconsin. Some exceptions may be made for Academic Enrichment in bordering states, but those decisions will be made on a case-by-case basis. In addition, we do make an effort to pay 'up front' for these activities, generally paid out quarterly. However, if a student is withdrawn from school before the term of the pre-payment is over, we may require a reimbursement of the prepayment.

Academic Enrichment Requests are available on the Odyssey website. Specific submission instructions are available on each form, but timelines are as follows:

Lessons Requests and Athletic Membership Requests

These may be submitted after parents/guardians have completed Infinite Campus Online Registration, which begins in July, and throughout the summer/school year. While we will be in contact with you for any required information that may be needed, as per each request, please note that first semester payment to providers for these requests will not occur until mid-October as the district receives its state aid in early October. Deadline for submission is January 30th.

Museum/Zoo/Other Membership Requests

These may be submitted after parents/guardians have completed Infinite Campus Online Registration, which begins in July. Deadline for submission is September 30th.

General Supplies Requests

These will be available on the Odyssey website November 1 and processing of these will begin as soon as possible.

ALL Requests for Academic Enrichment are subject to review by the Odyssey Administrator. Parents also acknowledge that by submitting any Academic Enrichment request that they are aware of the specific guidelines/requirements for each specific request. Determination on the purchase of materials or payment for service will ultimately be decided by the Administrator in accordance with the intent of the Odyssey Governance Board. Please note that if a student were to withdraw from Odyssey during the academic year, a parent may be responsible to reimburse Odyssey for Lessons Requests and Athletic Membership Requests that have been prepaid through the year or a semester.

****Ordering Policies-** *(amounts must be only for Odyssey Academy student for use during the school year, a reasonable amount will only be approved)*

- **General Supply Limit- \$100- student general supplies** (pencils, paper, markers, dry erase boards, printer ink)
- **Art Supply Limit- \$200- general art supplies** (paint, pain brushes, oil pastels, etc.)
- **\$60 Limit per Item- Any item that exceeds the \$60 limit will need Administrative approval. Items must be directly tied to the child's learning and justified in the request.** Comment on the ILP form to the Administration if there is such a request. Administrative approval is final.

Approved purchases are subject to return upon withdrawal.

Helpful Parent Resources for Ordering

[Parent Ordering Information](#)

[Approved Vendor List](#)

ALL curriculum/supply requests submitted will be reviewed by the Odyssey Academy Administrator. ***Determination on the purchase of materials or payment for service will ultimately be decided by the Administrator in accordance with the intent of the Odyssey***

Academy Governance Board. While this list is not all-inclusive, the following purchases/payments will not be made using student allocated funds:

Non-Approved Items

While this list is not all-inclusive, the following purchases/payments will not be made using student allocated funds:

- Tutoring from outside contractors without a demonstrated need and prior approval from the administrator
- Homeschooling co-op fees or expenses
- Payment for passes or memberships beyond the amount of money specified in this handbook.
- Religious doctrinal materials¹
- Purchase of student general supplies beyond the \$100 per student limit
- Purchases of individual items over \$60 without the approval of the administrator and without specifically being connected to the learning plan of the student. Approved purchases are subject to return upon withdrawal from Odyssey. *(not to include curriculum)*
- Purchase of toys, games or other items that are not specifically ordered in support of a student's Individual Learning Plan
- Technology other than equipment provided through Odyssey
- Tablet apps
- Physical education equipment beyond basic items such as: *balls, jump ropes, hula hoops, cones, etc.* that is not connected to a student's Individual Learning Plan
- Furniture
- Musical instruments not required for Odyssey led courses or beyond basic instruments such as: *recorder, maracas, hand drum, xylophone, kalimba, rhythm sticks* that is not connected to a student's Individual Learning Plan
- Sports camps or clinics
- Exchange programs or out of state/overseas travel experiences for students
- Sports or other league fees or associated costs that occur outside of the academic year (First day of school/last day of school)

If a student decides to withdraw from Odyssey Academy prior to the end of the year, curriculum materials, non-consumables and technology will need to be returned to the school. All consumable items may be retained by the student. Shipping will be provided for the technology equipment.

If a parent wishes to retain some of the materials, the family may choose to pay for those materials. Odyssey Academy will provide the associated cost to parents upon request.

Curricular materials- textbooks, teacher guides, books, reading materials, curriculum kits,
Non-consumable materials- manipulatives, science tools, STEM kits, educational games,
flashcards, learning tools

Consumable- paper, pencils, ink, crayons

Please follow the instructions on the specific forms for submission of Academic Enrichment requests and note any required documentation needed or specific guidelines as it relates to that particular request. By submitting any requests throughout the school year, parents acknowledge that they understand Policy #7, *Communication with School*, of the 2023-24 Odyssey Odyssey Academy Parent and Student Policies and Procedures Handbook and that non-compliance of this policy may delay the processing of any requests parents have already submitted or may submit.

Other information pertaining to student allotments and resources:

Each Odyssey student will be offered a laptop while enrolled in Odyssey if needed. These technology resources are not deducted from the student's allotment. Please note that a basic expectation of your student's enrollment in Odyssey is that you have available for your student(s) a laptop/printer to begin the school year until these items are requested by you and provided by Odyssey's Technology Provider on our timeline. Please review the Technology Support page on the Odyssey website, and the Technology Guidelines provided with requested technology for possible incurred costs relating to Odyssey-provided technology resources.

Parents will not be reimbursed directly for any purchases/services they may acquire on their own.

Please note that Lessons Requests submitted for athletic activities (activities generally deemed as extra-curricular, e.g., baseball, soccer, swimming, dance, etc.) may account for up to but no more than 60% of a student's total allotment.

Because Odyssey Academy is an entity of the Ripon School District, adheres to the policies and/or guidelines of the school district's finance office regarding payment of vendors. Therefore, we may not be able to provide support for vendors who do not wish to follow the procedures required by our District for payment of service. This includes payment timelines and payment processes.

All costs for academic enrichment are deducted from a student's allotment. Additionally, works diligently to provide these opportunities for students and families. However, there may be unforeseen circumstances, such as 3rd party billing/policy accommodations by both parties, that may prevent a student/family's Academic Enrichment request from being arranged and/or paid for by . Please refer to the specific request form, located on the website, for more detailed information regarding Academic Enrichment requests.

Items ordered as part of a General Supplies Request will **only** be shipped to the **primary** residential address provided by the parent/guardian as part of the student's enrollment.

Internet Support is offered to families of enrolled students for the current academic school year. Internet support will be offered as a credit paid directly to a family's Internet provider and is deducted from the student's overall allotment. Please refer to the Internet Provider Credit Request form for specific information.

Parents will have flexibility in the process of resource selection within the parameters of the Odyssey Academy Approved Curricular list and in collaboration with their student's assigned Advisory Teacher. Other resources may be used to supplement instruction in specific subject areas and will be determined on an individualized basis for each student. Purchase of resources to support student learning will be based on the courses, the course needs and the grade level of the student.

Parents may inquire about student allotment balances by contacting the Odyssey Academy office. Should a student and/or parent determine, with the student's assigned Advisory Teacher, that a curriculum option purchased for that student is not working for the student, *please be advised that returns of specific curriculum are subject to the return policies of that particular curriculum vendor. The credited amount the vendor issues to Odyssey Academy will be the amount credited to that student's account - not the original purchase price of the curriculum.* In general, funds allocated for student ILPs will cover the following areas:

APPENDIX III: School/Parent Contract

Odyssey Academy Agrees to:

- Develop, monitor, and adjust (as required) Individualized Learning Plans (ILPs) for all

students

- Improve learning by planned instruction, diagnose learning needs, prescribe content delivery through instructional activities, assess learning, report outcomes to administrators, parents and guardians, and evaluate the effects of instruction
- Communicate with parents and student in regard to student progress
- Provide additional instructional and curricular assistance in all content areas as needed
- Coordinate required state testing dates and facilitate testing
- Coordinate other school wide assessments
- Provide access to learning experiences, field trips and local assessments and resources

Odyssey Academy parent(s) agrees to:

- Ensure my child is progressing each day and communicate progress to Odyssey Academy of Virtual Learning
- Assist in student's timely submission of assignments, assessments & projects by the deadlines
- Follow all rules and policies set forth by Odyssey Academy Odyssey Academy of Virtual Learning
- Maintain communication with Odyssey Academy teacher and personnel in accordance with Odyssey Academy Policy #7- *Communication with School*
- Follow the procedures for required state testing and local assessment

No Sell Provision - No material, equipment, or supplies acquired through Odyssey Academy are to be sold to a third party. The District will use legal means to recover the original value of materials, equipment or supplies should they be sold or not returned to Odyssey Academy as part of a student's withdrawal from the school.

Technology- Access to technology for an online course or other educational venue imposes responsibilities and obligations. Users must demonstrate appropriate use that is ethical, honest and legal including respect for physical and intellectual property, system security protocols and individual rights to privacy, as well as freedom from intimidation, harassment and unwarranted annoyances. All students and parents must follow the requirements outlined in the Ripon Area School District Policy #7540: Computer Technology Network and Internet Acceptable Use and Safety and Policy #7540.03 Student Education Technology Acceptable Use and Safety and Administrative Guideline #7540.03 Student Network and Internet Acceptable Use and Safety.

Enrollment - *It is understood by the parent(s) or guardian(s) that participation in Odyssey Academy of Virtual Learning and acceptance of curricular or supplementary materials require that students must be enrolled full time for the school year. Should the student be withdrawn before the end of the school year, the parent(s) or guardian(s) are responsible for returning all applicable curricular materials, supplies and technology to Odyssey Academy of Virtual Learning. This includes all technology, and non-consumable materials and support materials. Consumable materials may be maintained by the family.*

If a parent wishes to retain some of the materials, the family may choose to pay for those materials.

Odyssey Academy will provide the cost to parents upon request.

Curricular materials- *textbooks, teacher guides, books, reading materials, curriculum kits,*

Non-consumable materials- manipulatives, science tools, STEM kits, educational games, flashcards, learning tools

Consumable- paper, pencils, ink, crayons

APPENDIX IV: Odyssey Academy Technology Guidelines

Students enrolled in Odyssey Academy have the opportunity to request a laptop computer for their use during the school year. Technology support will be provided by the Odyssey Academy Technology Support Team.

Guidelines for Computers:

- Each student will be offered a laptop if needed.
- All items initially loaded on the devices are licensed to Odyssey Academy of Virtual Learning.
- You will be able to add items to the device if you need to. If for some reason you need to return the computer for repair you will be required to backup all data on the computer.
- Computers are meant for school related use, communication, and access to the online, virtual environment. They may be used for personal use, but it is your responsibility to ensure that the hardware and the software is protected through active measures you take to ensure its protection.
- You will have technology support from the Odyssey Academy Technology Support Team. You are able to access the Odyssey Academy Technology Help Desk by calling (920) 896-6285 (OAVL) This support is meant for situations that are beyond your ability to resolve.
- Computers may not be resold.
- Computers damaged through negligence will be replaced by the family.
- Students and parents/legal guardians agree to the acceptable use procedures outlined in RASD Policy #7540 and Odyssey Academy Policy #11-*Computers, Hardware and Library Materials*.

IMPORTANT

Please note that the Odyssey Academy Technology Support Team **is not** located in the Odyssey Academy Administrative Office. Because Odyssey Academy-issued technology devices are assigned tracking numbers when deployed, it is important that these devices not be returned to the Odyssey Academy Administrative office, but shipped back to the Technology Support Team with the return shipping labels that are provided by that team.

APPENDIX V: School Sponsored Events Guidelines

Odyssey Academy of Virtual Learning (Odyssey Academy) will research, plan and coordinate multiple social and academically beneficial school trip opportunities throughout the school year. We ask that as a parent of an Odyssey Academy student you make the most of these opportunities as they become available. We welcome and appreciate any suggestions and/or feedback of the events you would like us to plan.

As with any school related event we do have a few requirements of all of the participants. Ripon Area School District Policy #2340, School Trips and Field Trips, outlines the expectations of all students participating in school sponsored field trips. Odyssey Academy may offer both field trips and school trips throughout the school year to our students and families. In any event, we have the expectation that our students will conduct themselves in a manner that will provide a positive atmosphere for learning under all circumstances. All student behavior and disciplinary policies will be applied during any Odyssey Academy sponsored event.

Finally, we do ask that parents and students adhere to the following requirements:

- Ensure that students conduct themselves in a manner that reflects positively on themselves and Odyssey Academy.
- Follow all registration requirements and deadlines for school events.
- Pay all fees (if required) to Odyssey Academy in accordance with any deadlines given for the event.
- Communicate any last minute cancellations to the appropriate Odyssey Academy staff member as soon as it is known that you will not attend.

Last minute cancellations may result in any applicable fees for the event being deducted from your student's account.

APPENDIX VI: Technology Handbook

[LINKED HERE](#)

Disclaimer

Parents acknowledge as part of enrolling their student(s) in Odyssey Academy of Virtual Learning they are familiar with the policies and information contained within. Additionally, this handbook is not meant to supersede or conflict with Ripon Area School District Board Policies, Wisconsin State Statutes, or federal law.

Policies and procedures are in effect for the school year this handbook is issued and are subject to change during the school year if Odyssey Academy, district, state or federal policies or laws change. All revisions to or changes of policies and procedures in this handbook will be communicated to families and students prior to the implementation of the change either through the website, email to families, or both.